

PERSONNEL ACTION

FOR USE OF THIS FORM, SEE AR 600-8-6 AND DPA PAM 600 –8-21; THE PROPONENT AGENCY IS ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: TITLE 5 SECTION 3012; TITLE 10, USC, E.O. 9397.
PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).
Routine Uses: To initiate the process of a personnel action being requested by the soldier.
Disclosure: Voluntary, Failure to provide social security number may result in delay or error in processing the request for Personnel action.

1. THRU (Include ZIP Code)	2. TO (Include Zip Code) Commander, AHRC USATC & FJ ATTN: ATZJ-AG-POB Fort Jackson, SC 29207	3. FROM (Include Zip Code) Commander USASD 5450 Strom Thurmond Blvd Fort Jackson, SC 29207
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SECTION I – PERSONNEL IDENTIFICATION

4. NAME (Last, First, MI) DOE, JOHN I.	5. GRADE OR RANK/PMOS/AOC CPT/13Z/FA	6. SOCIAL SECURITY NUMBER 123-45-6789
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Section II – DUTY STATUS CHANGE (AR-600-8-6)

7. The above soldier's duty status is changed from _____ to _____
_____ effective _____ hours, _____

Section III – REQUEST FOR PERSONNEL ACTION

8. I REQUEST THE FOLLOWING ACTION: (check as Appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On the Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering for Overseas Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave – Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Encl only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input checked="" type="checkbox"/> OCONUS LEAVE

9. SIGNATURE OF SOLDIER (When Required)

10. DATE (YYYYMMDD)

SECTION IV – REMARKS (applies to Sections II, III, and V) (Continue on Separate sheet)

1. Request authorization for OCONUS to (Country or Countries)
 2. Commercial aircraft (or surface transportation) to (Country or Countries)
 3. Airport (train) is (Airport Name) to (Country or Countries)
 4. Passport Number: (Enter Full Number)
 5. Passport Expiration Date: (DD/MM/YYYY)
- Graduation Date from the United States Army Student Detachment:

SECTION V – CERTIFICATION/APPROVAL/DISAPPROVAL

11. I CERTIFY THAT THE DUTY STATUS CHANGE (Section II) or that the request for personnel action (Section III) contained herein –

<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DIS APPROVAL	<input type="checkbox"/> IS APPROVED	<input type="checkbox"/> IS DISAPPROVED
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12. COMMANDER/AUTHORIZED REPRESENTATIVE
CLINTON A. ROUNTREE, CPT, AG, Commanding

13. SIGNATURE

14 DATE (YYYYMMDD)